

Vendor Self Service

- How to Submit an Offer/Bid -



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BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

www.honolulu.gov/pur

1. Purpose:

To explain to potential vendors how to submit offer/bids using the City & County of Honolulu's Vendor Self Service (VSS).

Focusing on the following:

- How to enter and submit a valid Offer/Bid or Solicitation Response (SR).

2. Honolulu Vendor Self Service Website

1. Go to: <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>
2. Login with your User Name and Password.

3. Navigate to the solicitation's Details page by going to the **Business Opportunities** tab → **Solicitations** subtab → then click the **Details** button of the solicitation.

3. Creating a SR (Offer/Bid)

- Within the solicitation Details page, please click on the **Respond Online** button at the top of the page. You will be directed to the solicitation response screen.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

Home | Help | Accessible Help | Site Map | Logout

Account Information | Business Opportunities | Solicitation Responses

Solicitations | My Watchlist | Surplus Auctions

Welcome, HNL

Solicitation: 1500252 Replacement of Water Heater and Valves at HPD HQ B-2
 Issued: 1/23/15 Last Amended: 1/28/15 **Current Status: Open**

Closing Date: 2/13/15 2:00 PM HST
 Time Left: 7 Days, 00:29:02

Doc Dept: Facility Maintenance
 Buyer Name:
 Category: <blank>
 Type: Request for Quotes(RFQ)

Buyer Information

Additional Dates Bid Opening Date: Intent Posted Date: Award Date: More... see Events tab

Response Options
 Respond Online

[Add this item to Watch List](#)

[Print Solicitation](#)

Lots/Lines | Attachments | Additional Information | Terms | Criteria | Events | Q & A List | Amendment History | Bulletin Board

Lot 1: Default Commodity Group

Description	Requested	More Information
	Service Start: 1/19/2015 Service End: 3/18/2015	View Purchase History Commodity: 91468 Plumbing

*** IMPORTANT ***

RFQ and RFB solicitation allow only one (1) Offer/Bid per organization with the same Taxpayer Identification Number (SSN/EIN). If you've made a solicitation response, you can still modify your bid before the deadline.

4. Entering Offer/Bid Information

The bidding process is broken into five steps. Use the panel on the left side of the screen or the tabs to navigate between the steps.

- Step 1: Respond To Lines
- Step 2: Criteria Response
- Step 3: Attach Your Files
- Step 4: Discount Comments
- Step 5: Review/Submit

The screenshot shows the 'VENDOR SELF SERVICE' portal for the City and County of Honolulu. The left sidebar contains a navigation menu with five items: 1. Respond To Lines, 2. Criteria Response, 3. Attach Your Files, 4. Discounts / Comments, and 5. Review / Submit. The 'Respond To Lines' item is highlighted with a red box, and a red arrow points from it to the 'My Response' section. The 'My Response' section also has a red box around its five tabs: 1. Respond To Lines, 2. Criteria Response, 3. Attach Your Files, 4. Discounts/Comments, and 5. Review/Submit. The main content area displays 'Solicitation: 1500252' with a 'Time Left: 7 Days, 00:12:02'. Below this is a 'Solicitation Summary' table with details like Procurement Folder, Solicitation Type, and Description. The 'My Response' section includes buttons for 'Respond to Lines', 'No Response for Solicitation', and 'Undo No Response for Solicitation'. At the bottom, there is a table with columns for 'Description' and 'Your Offer'.

Step 1: Respond To Lines

Click on **Step 1: Respond To Lines** tab to bring up the listing of the commodity lines. The **Step 1: Respond To Lines** provides field for entering in the bid price for each commodity line. The Response Type should be defaulted to "Bid"

1. If commodity line displays Unit Price, enter the information into the following fields:

- **Unit Price:** Shall include all applicable taxes and freight/shipping costs
- **Delivery Days from Award:** Number Value i.e. 30, if 2 weeks = 14.
- **Comments:** Enter comments if applicable and instructed.

The screenshot shows the 'My Response' section of the portal. The 'Respond To Lines' tab is selected. Below the tab are buttons for 'Respond to Lines', 'No Response for Solicitation', and 'Undo No Response for Solicitation'. A table lists commodity lines. The first line is 'Serta twin extra long bed sets'. To the right of the description, there are fields for 'Requested Quantity' (60), 'Response Type' (Bid), 'Unit Price' (200), and 'Delivery Days' (5). Red arrows point to the 'Unit Price' and 'Delivery Days' fields. There is also a 'Comments' field with a placeholder text 'Enter the make and model number, if applicable.' and a 'Total' field. At the bottom, there is a checkbox for 'Alternate Specs Submitted'.

2. If commodity line displays Contract Amount, enter the information into the following fields:

- **Contract Amount:** (Lump sum total shall include all applicable taxes)
- **Comments:** Enter comments if applicable and instructed.

Step 2: Criteria Response

Click on **Step 2: Criteria Response** tab, if applicable.

1. The **Step 2: Criteria Response** section provides fields for entering your response to the criteria included in the solicitation. Only evaluation criteria requiring responses will be included in this section.

Step 3: Attach Your Files



Click on **Step 3: Attach Your Files** tab, if your bid needs to include attachments.

1. Click on the Attach Files button.

2. Click on Browse to search for the file to upload.
3. Click on Attach File button

Add files

Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.


File 1: C:\Users\jwu\Desktop\2 years.txt   Browse... Type : Standard ▼

File 2: Browse... Type : Standard ▼

File 3: Browse... Type : Standard ▼

File 4: Browse... Type : Standard ▼

File 5: Browse... Type : Standard ▼



4. The Step 3 Attach Your Files tab should now display your uploaded file.


My Response


1 Respond To Lines 2 Criteria Response 3 **Attach Your Files** 4 Discounts/Comments 5 Review/Submit

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button() next to the item you wish to delete.

	File Name	Date	User ID	Attachment Type
	2 years.txt	2/6/15	hntestvendor	Standard

From 1 to 1 Total: 1 First Prev Next Last


Step 4: Discounts/Comments

Skip **Step 4: Discounts/Comments** section.

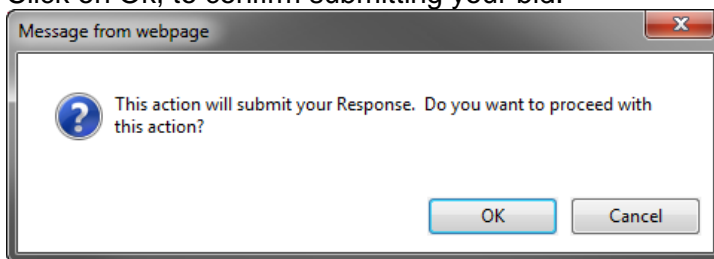
Step 5: Review/Submit

Click on **Step 5: Review/Submit** tab to review your response.

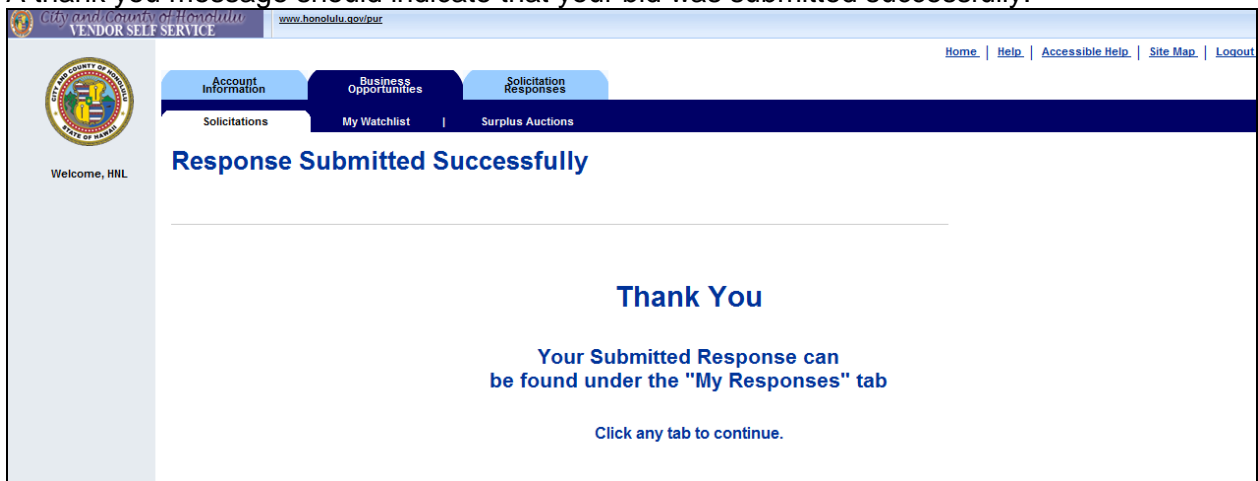
1. Use the scroll in the bottom window to review your response.
2. Click on Submit button to submit your response.



3. Click on Ok, to confirm submitting your bid.



4. A thank you message should indicate that your bid was submitted successfully.



If you have any questions, please contact the help desk at (808) 768-5535 or bfs purchasing@honolulu.gov .

Additional help guides are available on the City and County of Honolulu Purchasing website: www.honolulu.gov/pur, under the Help Guides section.